

# MARQUETTE CHARTER TOWNSHIP REQUEST FOR PROPOSALS

## **PLUMBING & HEATING SERVICES INSTALLATION**

### LIONS FIELD ICE RINK AND WARMING HOUSE PROJECT

MANDATORY PRE-PROPOSAL CONFERENCE TUESDAY, OCTOBER 28, 2014 AT  
10:00 AM

**BID DEADLINE FRIDAY, OCTOBER 31, 2014 AT 2:00 PM**

#### **PURPOSE**

Marquette Township is constructing a new Ice Rink Warming House and Ice Rink to enhance recreational opportunities at the Lions Field Recreation Area. The ice rink warming building will be located at approximately 1180 Erie Avenue, (Trowbridge Park) Marquette, Michigan 49855. The purpose of this proposal is to seek the installation of the Warming House's plumbing and heating services, per the plan specifications.

Marquette Township will hereinafter be referred to as the "Township." Respondents to the RFP shall be referred to as "Vendor(s)." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

#### **TIMELINE**

October 28, 2014, 10:00 AM – Mandatory Pre-Proposal Meeting

October 30, 2014, 12:00 PM – Deadline for Inquiries

October 30, 2014, 4:00 PM – Deadline for inquiry Responses

October 31, 2014, 2:00 PM – Deadline for Proposals

#### **SCOPE**

The contractor will furnish a proposal and price for all material and labor associated with the successful completion of all plumbing and heating services, as described on the construction plans supplied by the Township.

The contractor must familiarize himself or herself with the site, all details of the work required, and existing conditions. Please contact Jason McCarthy by email at [jasonmccarthy@marquettetownship.org](mailto:jasonmccarthy@marquettetownship.org) to obtain an electronic file of the plans, specifications and notes.

The contractor must be a licensed firm as a going entity for at least 5 years, produce a valid certificate of liability insurance, which must be on hand before work begins. All work will be permitted and inspected through the Marquette County Resource Management Department.

If you have any questions contact Jason McCarthy of the Marquette Township Planning Department at (906) 228-6220.

Marquette Township will hereinafter be referred to as the "Township." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."

## **QUALIFICATIONS**

All bidders must be licensed and qualified.

## **COMMUNICATION**

It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The Township will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

Jason McCarthy, Planner & Zoning Administrator  
[jasonmccarthy@marquettetownship.org](mailto:jasonmccarthy@marquettetownship.org)

The deadline for all inquiries is October 30, 2014, at 12 PM. Any inquiries that come in after this date and time will not be answered. The deadline for all answers is October 30, 2014 at 4:00 PM though all answers will be posted as promptly as possible. All addendums will be emailed to those eligible to bid. It will not be the Township's responsibility to ensure that the most current information is available in any additional way other than by email to the qualified vendors.

## **EVALUATION**

Award will be made to the bidder considered most qualified who will act in the best interest of the Township and whose proposed proposal meets the demands of the Township's services. Bid packages must include at least three (3) references. These references should represent agencies utilizing the bidder's services as outlined in the proposal. Provide company names with contact person and telephone number.

## **EVALUATION CRITERIA**

Proposals will be evaluated on many criteria deemed to be in the Township's best interests to include but are not be limited to:

- Ability to meet specifications
- Pricing

- Responsiveness to proposal terms and conditions
- References
- Experience in providing the services specified in this RFP.

## **PRE-PROPOSAL**

There is a mandatory pre-proposal conference that will allow for a detailed discussion with the staff, prospective bidders and the Township's expectations of the work. At this time, bidders will have an opportunity to address any questions, and communicate the feasibility of the Township's expectations. If bidders do not attend this conference and still submit a bid package, their bids will not be considered valid and will not be considered for award.

## **AWARD**

The Township reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Township reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid but instead will accept the bid that best suites the Township and the Township's services. The Township reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular.

It is the responsibility of the bidder to inquire about any details of this RFP that are not understood. All inquiries must be submitted by email. Responses to inquiries, **if they change** the RFP in a substantial manner, will be forwarded by email addenda to all parties that have qualified to submit a proposal. Therefore, it is the responsibility of the bidder to ensure an email address has been provided.

## **SUBMISSION**

A **SIGNED** original and three (3) copies of the bid must be received at the Marquette Township Hall, 1000 Commerce Drive, Marquette, MI 49855. **Deadline for submittals is October 31, 2014 at 2pm.** The bid must be date/time stamped by Marquette Township in order to be considered. Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The Township assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date WILL NOT be a substitute for receipt of bid. Bids received after the due date and time will not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the Township determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

## **BID BOND**

Each BID must be accompanied by a BID Bond payable to the OWNER for five percent of the total amount of the BID. As soon as the BID prices have been compared, the OWNER will return the BONDS of all except the three lowest responsible BIDDERS. When the Agreement is executed the bonds of the two remaining unsuccessful BIDDERS will be returned. The BID BOND of the successful BIDDER will be retained until the payment BOND and performance BOND have been executed and approved, after which it will be returned. A certified check may be used in lieu of a BID BOND.

A PERFORMANCE BOND and a payment BOND each in the amount of 100 percent of the CONTRACT PRICE, with a corporate surety approved by the OWNER, will be required for the faithful performance of the Contract.

Attorney in fact who sign BID BONDS or payment BONDS and performance BONDS must file with each BOND a certified and effective dated copy of their power of attorney.

Insurance Requirements:

A. Statutory Workers Compensations Insurance

Employers Liability

Bodily Injury Accident - \$100,000 Each Accident

Bodily Injury by Disease - \$500,000 Policy Limit

Bodily Injury by Disease - \$100,000 Each Employee

B. Comprehensive General Liability Insurance

\$500,000 Limit of Liability per Occurrence for bodily injury and property damage.

C. Auto Liability Insurance

\$500,000 Limit of liability per occurrence for bodily injury and property damage. Comprehensive form covering all owned, non-owned and hired vehicles

D. Umbrella Liability Insurance - \$1,000,000 limit of liability

**ENVELOPE**

The signed bid should be submitted in an envelope or package, sealed and identified on the outside of the envelope with contact name, contact email, company name and due date.

**PROPOSAL OPENING**

The bid packages will be opened and recorded immediately after the deadline for submittal at Marquette Township Hall, 1000 Commerce Drive, Marquette, MI 49855. For all bids that clearly identify a primary contact, provide an email address for the primary contact, a list of the submitted bids with company name, and bid amount will be sent via email.

**MATERIALS TO INCLUDE**

1. Contact Information
2. Description of Company
3. Project Proposal
4. Credentials of Relevant Staff
5. List of Proposed Subcontractors (if any)
6. Basis of Pricing
7. E Verify Affidavit or Statement
8. Certificate of Insurance
9. Professional Certifications
10. References as previously described

## **SELECTION**

All of the proposals are due on or before October 31, 2014 at 2:00 PM. Each proposal will be evaluated separately by the appropriate staff. Three (3) bidders will be placed on a "short list" and MAY be asked to come in for an interview. If so the bidders that are selected to come in for an interview may be asked to submit additional information. You will be notified within one (1) week prior to the interview date of any additional information that will be needed from our office. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If less than 3 or only 3 bids are received, the Township reserves the right to terminate this process and begin again or to choose from the submissions.

## **DEBARMENT**

Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the Township will be notified of any change in this status.

Having carefully examined the request for proposal for concrete work at 1180 Erie Avenue, (Trowbridge Park) Marquette, MI 49855, and having visited the sites, examined and become familiar with all conditions affecting the cost of the work, the undersigned hereby propose to furnish all labor, material, equipment and incidentals; and to perform all work in the manner and form as provided. It is the responsibility of the bidder to furnish with their bid a list clarifying any and all deviations from these specifications, written or implied, in order that a fair and proper evaluation can be made. Those bidders not submitting a list of deviations will be presumed to have bid as specified. Each site location listed must be bid separately using the form below. Attach your itemized proposal to the form for each location.

Location: 1180 Erie Avenue, (Trowbridge Park) Marquette, MI 4985

1. INSTALLATION COST: \_\_\_\_\_

**TOTAL BID AMOUNT** **COST :** \_\_\_\_\_

**DATE OF COMPLETION WILL BE TAKEN INTO CONSIDERATION WHEN AWARDING BID**

LENGTH OF TIME TO COMPLET PROJECT: \_\_\_\_\_

DATE TO COMMENCE WORK AFTER NOTIFICATION: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX #** \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**SIGNATURE OF BIDDER** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WARRANTY PERIOD:** \_\_\_\_\_

# Bidders Qualification Sheet

Company Name \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

1. Number of years of experience bidder has in the type of work described in specifications.

\_\_\_\_\_

2. Name and location of places where similar services have been performed in the past five (5) years, and indicate date and year of contracts and name of person to contact who approved Bidder's work.

Name	Location	Year	Contact	Phone #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

3. Number of employees specifically hired by proposer to perform services of type specified.

Supervisory \_\_\_\_\_ Laborers \_\_\_\_\_

4. Additional Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature & Title of Person Preparing this Form

\_\_\_\_\_  
Date